

## Vacancy

**Job Title:** Programme Assistant - Partnerships and Grants

**Location:** Belgium (GT)

**Duration:** One-Year fixed-term contract, renewable

**Starting date:** ASAP

**Line manager:** Partnership and Grants Coordinator

### About PI

Protection International (PI) is an International NGO that contributes to the improvement of the protection of human rights defenders (HRDs) throughout the world. PI provides tools to develop HRDs' capacities to manage their own security as they struggle against impunity and work in favour of human rights and democracy in their respective countries or regions. PI seeks to contribute to a situation where HRDs are recognised as legitimate actors for social change and to an environment where they can exercise their right to defend universally accepted human rights.

Protection International has its global office in Brussels, but primarily works where the protection of HRDs is needed. PI has long-term presence in several countries of Africa, Asia and Latin America.

### Join the Global Movement for Human Rights!

Protection International (PI) is looking for a mission-driven Programme Assistant – Partnerships and Grants to join our Global Team in Brussels. If you are passionate about supporting impactful partnerships and ensuring high-quality grant management in a dynamic international environment, we want to hear from you!

### The Role

The Programme Assistant - Partnerships and Grants will support all PI programmes that include re-granting, with a particular focus on the EU funded Flexible Support Mechanism. In collaboration with key members of the re-granting team across country programmes and units within PI, the role will support the grant management processes and procedures for the implementation of strategic partnerships.

### Key Responsibilities:

#### Re-granting management

- For re-grants managed by GT, support the full cycle of re-grant management in line with PI procedures and donor requirements, with a particular focus on due diligence requirements, supporting selection and contracting procedures, tracking documentation, and managing MEAL data.

- In line with contractual requirements, ensure the proper and timely monitoring of re-grants throughout the cycle, in coordination with finance and technical experts. This includes tracking and reminders, reviewing submitted financial and narrative documentation, and maintaining associated files.
- Support the provision of thematic and technical support to grantee partners.
- Closely track partner communications and ensure timely support and responses with the input of relevant units.

### **Systems and procedures**

- Lead the daily management of PI's grant management system, Good Grants, including configuring forms and notifications, training and supporting staff, and the design and management of guidelines.
- Collect monitoring data required by the donors and contribute to donor reports.
- Support the development of tools and guidelines for re-granting, prepared by the Partnership and Grants Coordinator, to ensure donor and legal compliance and standards, and compliance with PI financial and operational policies and guidelines.

### **Coordination**

- When needed, coordinate within the GT, finance unit, and other key units to ensure a good workflow.
- When needed, coordinate with regional hubs and country offices where regranting programmes are planned and ongoing to contribute to due diligence and the implementation of PI procedures.
- Support the coordination with external consortium members on the re-granting component and actively participate in the network with relevant working groups.

### **Who You Are**

- University degree in social sciences, international development, or other relevant fields, or similar work experience.
- Relevant professional training courses (project cycle management, Human Rights Defenders, humanitarian and development sector, management, etc.) (preferred)
- Experience in assisting programme implementation; project development, monitoring & evaluation, and knowledge management is an advantage (preferred)
- Work experience (including internships) in Africa, Asia, MENA or Latin America (preferred)
- Excellent analytical and writing skills

- Good communication skills (written and verbal) and the ability to work in a very culturally diverse team
- Ability to work autonomously after initial training and guidance
- Skills with spreadsheets such as excel is required, and additional knowledge of budgets is an advantage
- Good knowledge of human rights and regional expertise is highly desirable (preferred)
- Familiarity with gender equality and intersectional issues (gender, age, social class issues, disability) is an asset (preferred)
- Attention to detail, ability to work under pressure and solution oriented
- Linguistic: Fluent in both Spanish and English is required
- Fluency in French or another language is an asset (preferred)

### What We Offer

- Salary: €2,800 - €3,200 monthly gross (depending on experience).
- Generous Leave: 28 annual holidays + 2 weeks extra during the winter break.
- Benefits: Private health insurance, lunch vouchers, and public transport reimbursement.
- Environment: An open, friendly, and multicultural workspace that values autonomy and creativity.
- Contract: One-Year fixed-term contract 38h/week, with the possibility of renewal.

### Application process

If you meet the above skills requirements and are interested in applying for this position, please:

- Send your CV and cover letter **without a photo**, in English, **by 5th May 2026** to [recruitment@protectioninternational.org](mailto:recruitment@protectioninternational.org), mentioning **"Programme Assistant - Partnerships and Grants"** in the subject line.
- Include your name in the file name of your application documents, e.g. Mary\_Smith\_CV.docx.
- Submit names and contact details of two references together with your application. Do not attach any certificates or references at this stage of the recruitment process.

**Applications will be reviewed on a rolling basis** and the position might remain posted until a qualified candidate is selected. We thank all candidates for their interest and we will aim to send feedback as much as we can, however, with the high volume of responses and our internal capacities, we may only be able to contact short-listed candidates.



**Protection International is an equal opportunity employer.** The organization shall not discriminate and will proactively apply affirmative action principles against discrimination in advertisements for employment, recruitment and other conditions of employment, preventing discrimination against any job applicant or employee on the basis of race, colour, gender, national origin, age, religion, creed, differently abled, sexual orientation, gender identity or expression.

Adhering to Protection International means to comply with our Code of Conduct & Ethics, Anti-Corruption Policy, Security Policy, Conflict of Interest Policy, Policy for Protection from Harassment, Abuse, Exploitation & Discrimination.

PI promotes gender equality, diversity and inclusion. PI strongly encourages women applicants to apply for this position.

Further information about Protection International is available on [www.protectioninternational.org](http://www.protectioninternational.org)